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**From:** Lawson, Joshua  
**Sent:** Friday, May 03, 2019 6:05 PM  
**Cc:** SBOE\_Grp - Legal; Strach, Kim  
**Subject:** Instructions regarding search of local records

**Importance:** High  
**Sensitivity:** Confidential

To: [REDACTED]  
[REDACTED]  
[REDACTED], [REDACTED]  
[REDACTED] and [REDACTED] County  
Boards of Elections.

The State Board of Elections Office has continued its work to retrieve certain records preserved under Numbered Memos 2019-01 and 2018-09. We have reached a point at which the Office must require your County to retrieve select documents that may be stored locally. Consistent with obligations under the above Numbered Memos, your County must proceed as follows:

1. Access Secure FTP. Open R:\FTP SECURE\C[REDACTED]\[REDACTED] and select your County's folder. Load the file using the encryption **key** sent via separate email.
2. Determine whether a registrant voted. Use the VR Number or other data to confirm whether the registrant has voted in an election held between January 1, 2013 and August 30, 2018. (If not, proceed to Step 4).
3. If applicable, retrieve any signed poll book or traceable official ballot. If a registrant has voted, retrieve from storage any official ballot(s) and/or any signed poll book page(s) associated with that registration.  
(Note: The Office understands that certain records may no longer exist and that only absentee ballots are traceable to a registrant).
4. Check for other record(s). Determine whether your County Board possesses any additional records associated with the registrant that are not already contained within SEIMS.
5. Scan any record(s) collected. Once all documents have been collected, the county must scan each document. Please note that any official ballot must be redacted to cover all bubbles or other information revealing how a registrant voted.  
(Note: It is possible that your County has no records for the registrant(s) identified that are not already in SEIMS.)
6. Upload any record(s). Access the Secure FTP and upload all records to your County's folder within R:\FTP SECURE\C[REDACTED]\[REDACTED].
7. Confirm your search is complete. Please reply to this email confirming that your county has completed its search and any made any necessary upload.

The State Board Office is aware of numerous demands on your County's limited staff resources. Thank you in advance for your efforts to retrieve any responsive record from local storage.

We are advised by the Attorney General's Office that the County must avoid any disclosure that could reveal the identity of the registrant(s) transmitted.

Sincerely,

Josh Lawson | General Counsel  
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